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JUL 1978

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MEMORANDUM FOR: Deputy Director (Support)

ATTENTION:

SUBJECT:

Semi-Annual Report on Wartime Preparation

REFERENCE:

**Memo dtd 8 June 56 from DD/S to Support
Planners of the DD/S - Subject as Above**

1. This semi-annual report of war planning by the Office of Security is presented in the format requested by the reference.

2. ACCOMPLISHMENTS:

a. In support of the CIA Emergency Plan, the following vital records of the Office of Security have been placed in storage at the Relocation

Center:

(1) Microfilm copies of Control Cards of the Personnel Security Division.

This is done on a semi-annual basis.

(2) Microfilm copies of the Indices and Control Cards of the Security

Support Division. This also is done on a semi-annual basis.

(3) A copy of State-Defense Military Information Control Committee document No. 206/29 (Revised) "Policy Governing the Disclosure of Classified Military Information to Foreign Governments".

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Complete (4) Microfilm copies of all outgoing correspondence of the Alien Affairs Staff. *July 1956 to June 1957*

Complete (5) Copies of Record Cards of investigators under contract for part-time services. *July 1956 to June 1957*

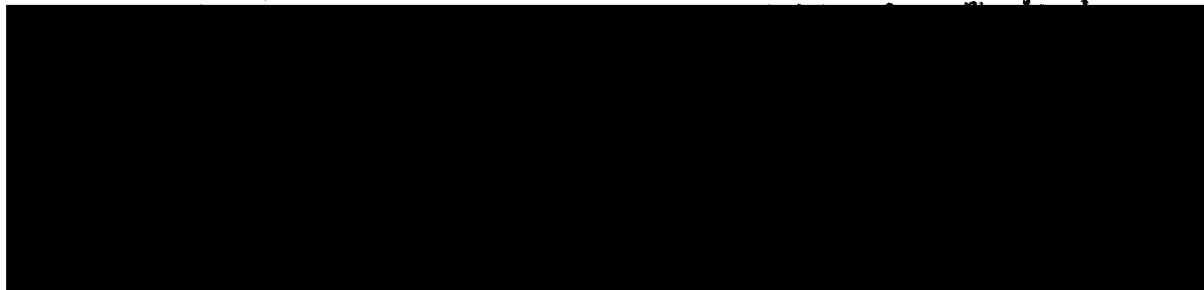
Complete (6) Duplicates of IBM cards of the Physical Security Division. These cards cover all personnel holding badges and include full name, file number, Office assigned and processing date. *July 1956 to June 1957*

b. Personnel Mobilization Requirements have been submitted to the Director of Personnel. These requirements include proposed additions to present strength in anticipation of Headquarters and Field demands for Security personnel.

c. The Support Planner, Office of Security, during 9 - 27 April 1956 completed the War Planners Course offered by the Office of Training.

d. The following war planning documents were reviewed and comments as appropriate forwarded to the Special Planning Assistant, DD/S.

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3. ITEMS OR PROJECTS IN PROCESS AND PERCENTAGE OF COMPLETION:

- a. In support of the CIA Emergency Plan and under the limitation of using present personnel only, the following vital records of the Office of Security are in the process of being placed in storage at the Relocation Center:
- (1) Photographs of all Staff employees, consultants and others who have received Agency photographic badges. (Approximately 20% completed.)
 - (2) Copies of the Personal History Statements of overt and semi-covert employees. (Approximately 20% completed.)
 - (3) For reasons of security, microfilm copies of Summaries of Disapproved Cases will be used rather than an extra copy of the Summary. Microfilm copies of these Summaries for the last six months of 1955 are on file. (It is expected that microfilm

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copies to be
copies of Summaries of cases disapproved during the first six
months of 1956 will be on file by the end of July 1956.

(4) On the basis of further study, considering the clerical work involved
and and the expected benefits to be derived, it was decided not to make
copies of an index-type card giving the name, file number, physical
description and the status of clearance of all Security Support
Division cases.

(5) The use of separate index cards showing the liaison clearance
status of employees of the Federal Government outside of CIA was
discontinued inasmuch as this information appears in the central
name files of the Office of Security. Hence, the proposal to microfilm
these index cards has been discarded.

Review
completed
to det. (6) The clerical work on the Summary Index Cards of the Interrogation
Review Branch has been completed. It is expected that the micro-
filming of these cards will be completed within the next 60 days.

4. MATTERS OUTSTANDING:

- a. A new Alternate Support Planner for the Office of Security, [REDACTED]
[REDACTED] has been designated vice Mr. [REDACTED] who has been
transferred to other duties. [REDACTED] will attend the War Planners
Course which the Office of Training has scheduled for the fall of 1956.

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5. GENERAL STATEMENT:

It is difficult to comment with assurance on the ability of the Office of Security to perform its functions in time of war without having a fairly firm list of support requirements. It is anticipated that the first impact upon the Agency will be that of rapid expansion of its personnel strength. With this in mind, the Office of Security to date has addressed itself to the problem of quickly increasing its T/O strength. It is expected that these additions will be procured from the one hundred or more investigators presently under contract for part-time services and from military reservists with security experience who are called to active duty.

SIGNED

Sheffield Edwards
Director of Security

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